



Guise Street Housing Co-operative Inc.

2 Guise Street East
Hamilton, ON L8L 8C5
Phone: 905-528-9717
Email: guisesthousing@gmail.com



Guise St. Housing Co-operative Inc. WELCOME LETTER

INFORMATION FOR NEW MEMBERS

Dear Member:

We offer you our warmest welcome to Guise St. Housing Co-operative Inc. and this will acquaint you with some details of your new residence and its operation. Later, you will receive a copy of the Co-op's by-laws, which will provide much more information. Please read your Members Handbook to understand more of how a Co-op works, and your rights as a member.

Please watch the Bulletin Board located outside the Office, as well as the newsletter to keep you as up-to-date and as informed as possible of all that is happening in our Co-op.

NEW PHONE NUMBER

Please inform the office of your new phone number as soon as possible.

MANAGEMENT

Precision Property Management is the management company responsible for the day-to-day management of the building, common areas and the building staff.

The Co-op Open Office Hours are:

Monday	10-12 & 1-3
Tuesday	10-12 & 1-3
Wednesday	10-12 & 1-3
Thursday	10-12 & 1-3
Friday	By appointment only

The office phone number is: **905 528-9717**

THE EMERGENCY ON-CALL Director IS POSTED ON THE OFFICE DOOR on the monthly calendar, for fire, flood, no heat, hydro, water or lock out circumstances. **Do not call the On-Call Committee for problems that can be reported to the office during office hours.**



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HOW DO I REPORT A PROBLEM IN MY UNIT?

All problems must be dealt with through the office by filling out a Maintenance Work Order (available in the building lobby) after filling out the work orders please place in the work order drop box. It is important that all problems be documented properly.

POSTAL CODE

The postal code for your building is: **L8L 8C5**. Mail and mailroom is controlled by Canada Post.

Just a reminder: Notify all agencies of your new address, i.e. driver's license, mail office, credit cards, family and friend, etc.

INTERNAL MAIL

Any notices or memos from the office, as well as Bulletins, and newsletters, will be placed in your mail box. Please check it daily.

FLOORS

When cleaning your floors please only use water and a little vinegar. Please make sure that you are just using a damp cloth and do not soak the floors.

GARBAGE & RECYCLING

Attached is the planned schedule for garbage, recycling and organic waste pick up dates. Please contact the office if you have any questions.

MOVE-IN/MOVE-OUT

Please contact the co-op office to reserve the elevator when you are ready to begin your move.

All moving of possessions **must** be done from the service elevator.

Normal hours for move-in/out are between the hours of **10:00 A.M. and 4:00 P.M., Monday to Saturday**. There is **no** moving on **Sundays** or **Holidays**. Exceptions will apply with management approval.

WATER

Purely as a precautionary measure, we recommend that you familiarize yourself with the various water shut-off valves in your apartment. In event of an emergency, (i.e. flood) please turn the appropriate water valve off and notify the co-op office immediately.

DRAINS

Never dispose of fats, grease and/or solids in the kitchen sink drain. All solids should be securely wrapped and disposed of as noted in #5 above.

INSURANCE



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Just a reminder, that you will require insurance coverage for your unit and its contents. Your insurance broker should be able to advise and provide you with an appropriate policy.

VISITOR PARKING

Visitor parking is available in the back lot with a parking pass. Every unit is provided ONE parking pass for visitor parking. Should you need extended visitor parking, please contact the office. Cars without parking passes will be towed. Ensure your vehicle's parking tag is properly displayed at all times in your vehicle.

SAFETY AND SECURITY

Your intercom code is: _____

Dial (9) on your phone to open the door for your guest and hang up the phone to refuse someone at the front door. Please note that if you are using a telephone provider other than bell and/or you have your phone connected through your internet, you may not have access to the intercom system because when it was initially installed.

The intercom system has been installed to provide security for the building and we ask you not to open the door for strangers.

There are security cameras on site.